



Introduction



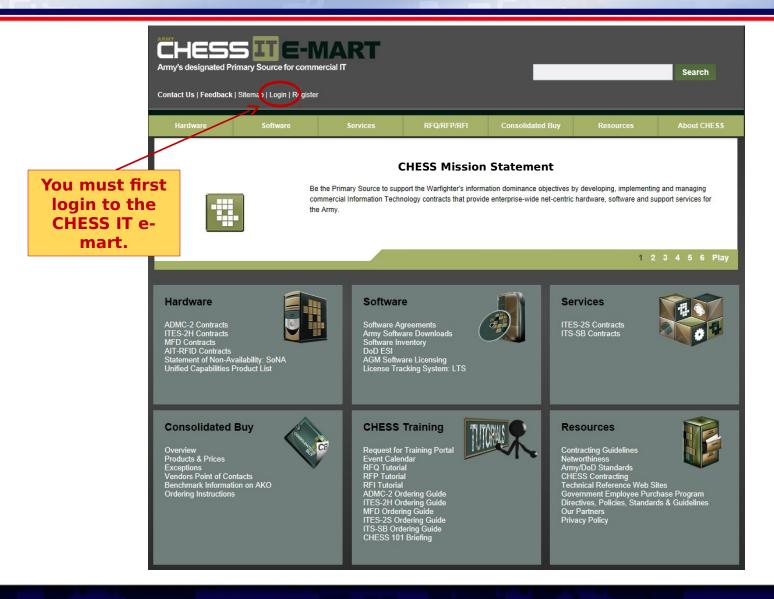
- This briefing will introduce the License Tracker System (LTS).
- The LTS will allow organizations and leadership to track current inventory of license purchases and maintenance, potentially share licenses across your organization and provide data for convenient and efficient budget forecasting.
- The LTS is accessed through the CHESS IT e-mart at the following link: https://chess.army.mil/Static/LTS_OVR
- You will learn:
 - How to Access the License Tracking System
 - How to Request Licenses
 - How to View Submitted Requests
 - How to Edit License Requests
 - How to Cancel License Requests
 - How to View Completed Requests

CHESS IT e-mart Log In









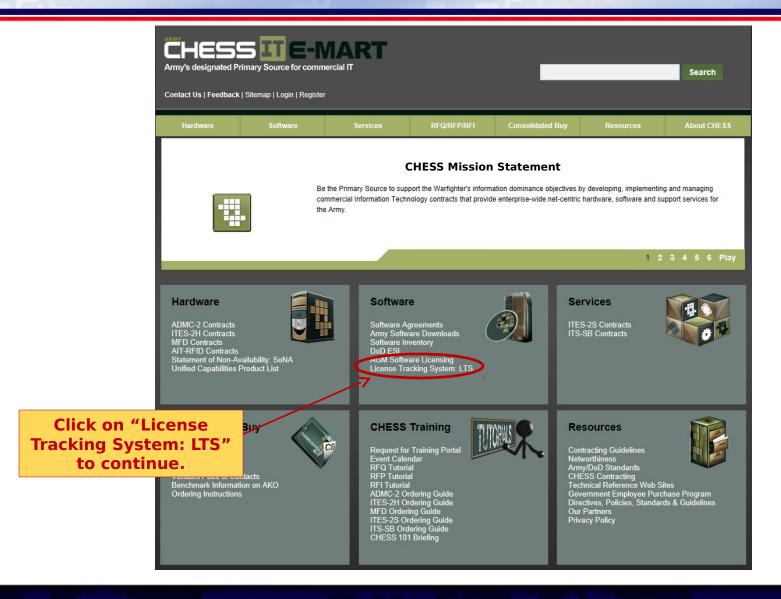
Log in to the CHESS IT e-mart



Login		You will need to log in to access the LTS.
Please enter your user name and password. Ignore certificate Email Address: Password: Recover Password Register if you don't have an account.		After logging in you will be returned to the home page - click on the "License Tracking System: LTS" link under Software.
Logi	Login	
	Account E-mail: joanna.m.rogers.ctr@us.army.mil Ignore certificate Recover Password Register if you don't have an account.	CAC Log in Screen
Username and Password Log in Screen	Login	

Log in to the CHESS IT e-mart



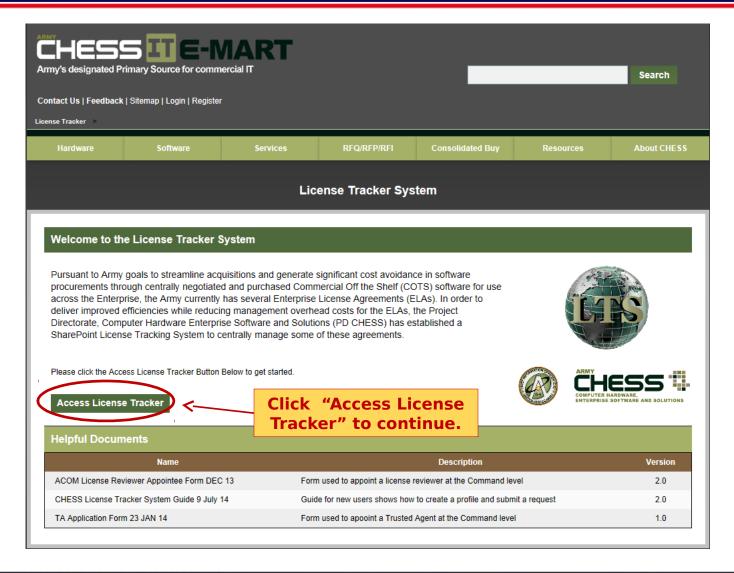


Request Licenses



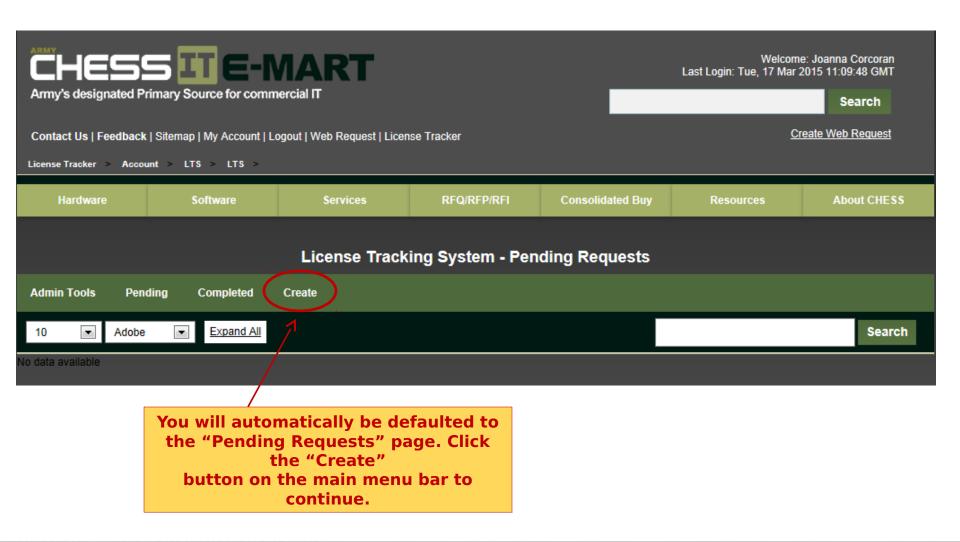
Access to the License Tracker System





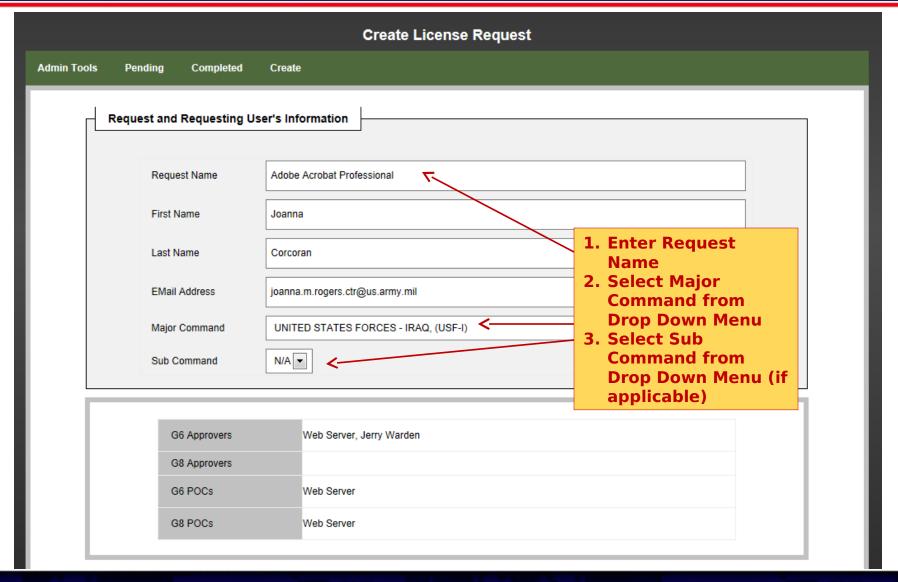
Step 1 - Create a Request





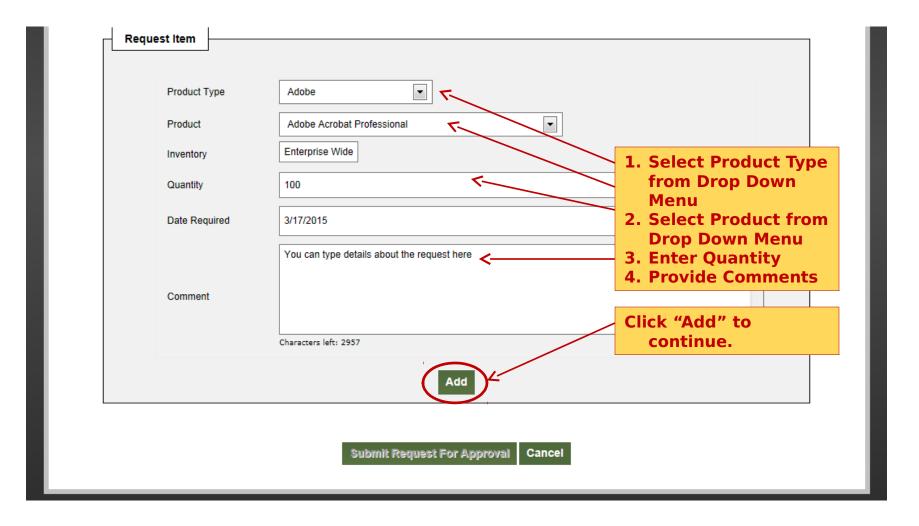
Step 2 - Complete Request Form





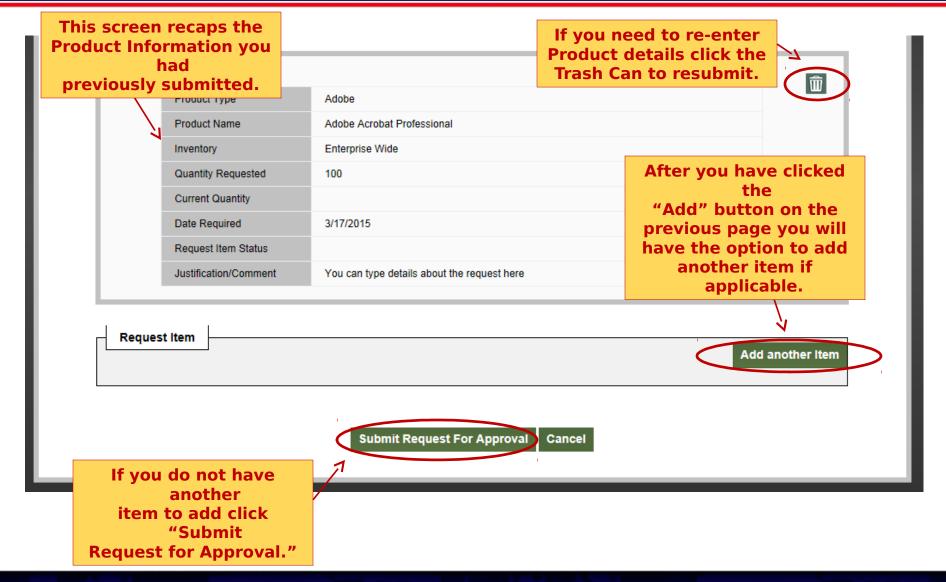
Step 3 - Request Item





Step 4 - Submit Request for Approvati

UNCLASSIFIED EIS



Step 5 - Request Submitted



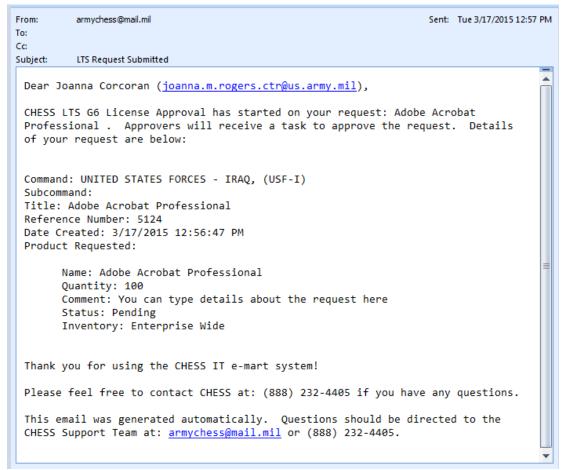
Once your License Request has been submitted your screen will look like this. A black bar at the top of the page will indicate that your Request was successfully submitted.

Step 6 - Email Confirmation



 Once you have submitted your request you will receive an email indicating that your request has been submitted to the approval

process.



Step 7 - Email Confirmation Approva

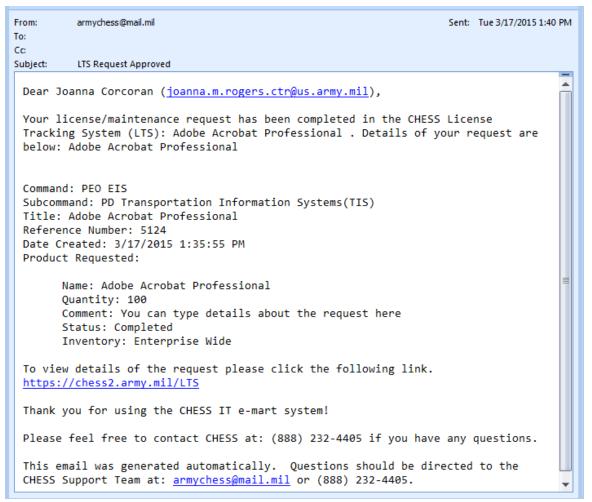
UNCLASSIFIED

PE EIS

PE COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

You will receive an additional email when your request has been

approved.

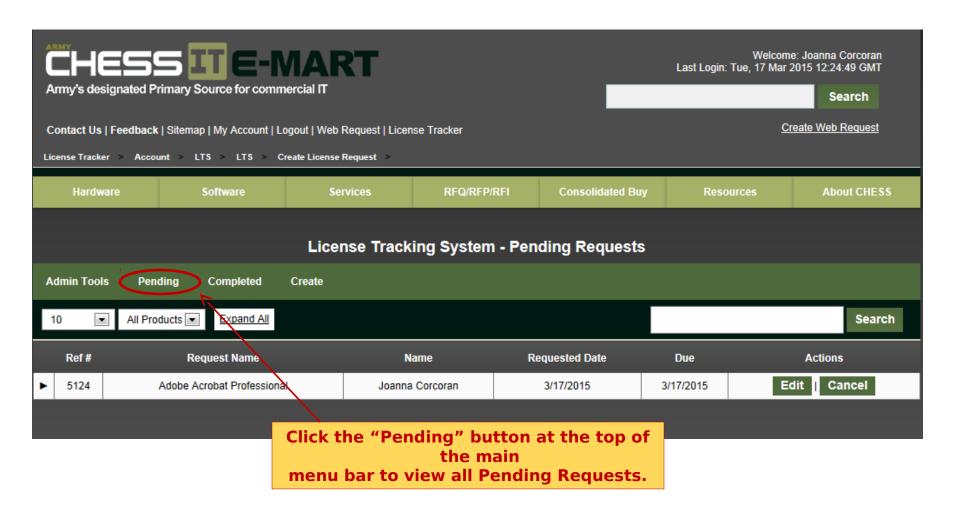


View Submitted Requests



View Pending Requests



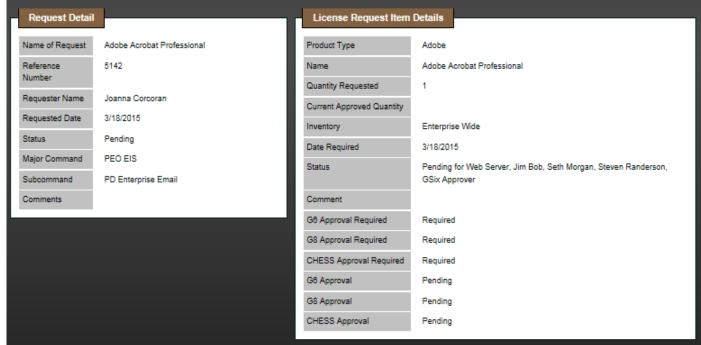


View Request Detail



Click on the line item you would like detailed information for. For a Status Update on your submitted request look at the G6 Approval, G8 Approval and CHESS Approval Columns for approval information. This request is PENDING.



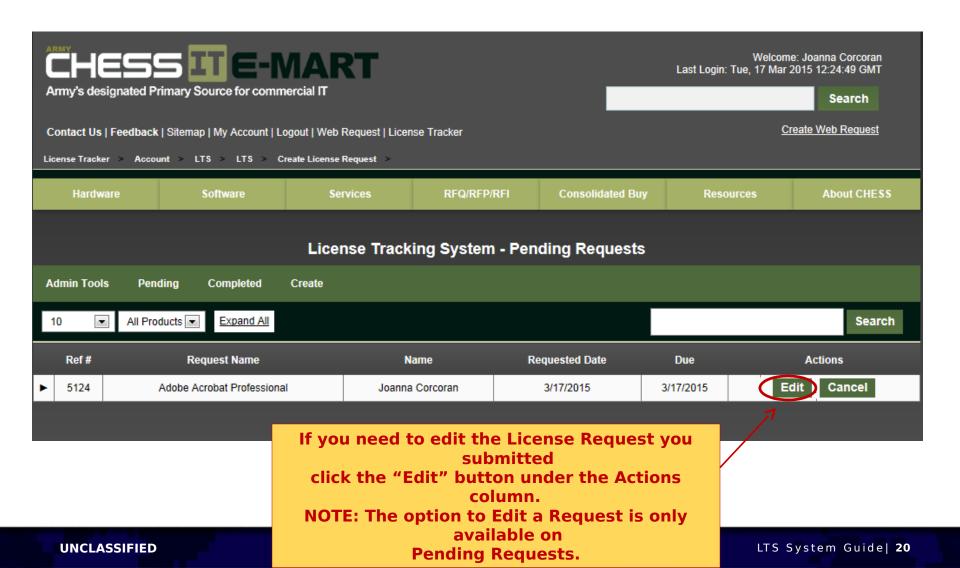


Edit License Requests



Edit License Request





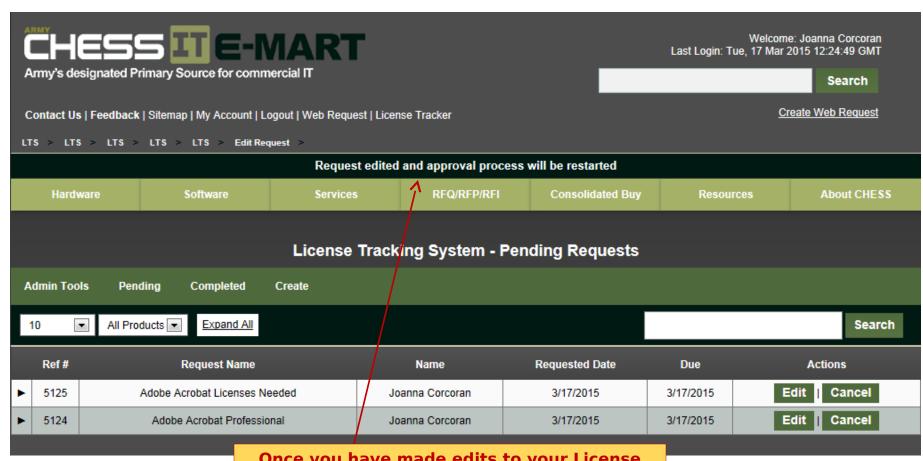
Edit License Request



Request Mame Request Mame Last Name Last Name Corcoran Email address panna m rogers cfr@us army mil Major Command Sulo Command Sulo Command Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Country Request deal Curren Country Date Required Date Required Justification/Comment Vou can type details about the request here Request tem Request tem Request tem Request tem Request tem Add another Item Add another Item Add another Item Add another Item		Edit License Request				
Request Name Adobe Acrobat Professional First Name Joanna Last Name Corcoran Email address Joanna.m.rogers.ctr@us.army.mil Major Command UNITED STATES FORCES - IRAQ. (USF-I) Sub Command - Select - Adobe Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested 100 Current Quantity Requested Current Quantity Requested 3/17/2015 Request Item Status Pending Justification/Comment You can type details about the request here Request Item	dmin Tools Pending Completed	Create				
First Name Last Name Corcoran Email address Joanna m.rogers.ctr@us.army.mil Major Command UNITED STATES FORCES - IRAQ, (USF-I) - Select - V Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested 100 Current Quantity Date Required 3/17/2015 Request Item Status Justification/Comment You can type details about the request here Request Item Request	Request and Requesting Us	er's Information				
First Name Last Name Corcoran Email address Joanna m rogers.ctr@us.army.mil Major Command UNITED STATES FORCES - IRAQ, (USF-I) Sub Command - Select - Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested Ountity Requested Current Quantity Date Required 3/17/2015 Request Item Status Pending Justification/Comment You can type details about the request here Request Item Requ						
Last Name Corcoran Email address Joanna m. rogers. ctr@us. army. mil Major Command UNITED STATES FORCES - IRAQ. (USF-I) Sub Command Sub Command - Select - Se	Request Name	Adobe Acrobat Professional				
Email address joanna.m.rogers.ctr@us.army.mil Major Command UNITED STATES FORCES - IRAQ, (USF-I)	First Name	Joanna				
Major Command UNITED STATES FORCES - IRAQ, (USF-I) - Select - Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested 100 Current Quantity Date Required 3/17/2015 Request Item Status Pending Justification/Comment You can type details about the request here Request Item Request Item Request Item Request Item	Last Name	Corcoran				
Major Command Sub Command Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested Current Quantity Date Required Justification/Comment You can type details about the request here Request Item Request I	Email address	joanna.m.rogers.ctr@us.army.mil				
Product Type Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested Current Quantity Date Required Justification/Comment You can type details about the request here Request Item Request						
Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested Current Quantity Date Required Justification/Comment Justification/Comment Request Item Request Item Request Item Request Item Adobe Make any necessary edits OR add another item and then click "Save Changes and Re-Submit For Approval." NOTE: You can not make any changes to Product Information!						
Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested 100 Current Quantity Date Required 3/17/2015 Request Item Status Pending Justification/Comment You can type details about the request here Request Item Request Item Request Item Adobe Make any necessary edits OR add another item and then click "Save Changes and Re-Submit For Approval." NOTE: You can not make any changes to Product Information!	oub command	- General -				
Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested 100 Current Quantity Date Required 3/17/2015 Request Item Status Pending Justification/Comment You can type details about the request here Request Item Request						
Product Type Adobe Product Name Adobe Acrobat Professional Inventory Enterprise Wide Quantity Requested 100 Current Quantity Date Required 3/17/2015 Request Item Status Pending Justification/Comment You can type details about the request here Request Item Request Item Request Item Request Item Request Item Adobe Make any necessary edits OR add another item and then click "Save Changes and Re-Submit For Approval." NOTE: You can not make any changes to Product Information!				_		
Inventory Quantity Requested Current Quantity Date Required Justification/Comment You can type details about the request here Request Item Request Item Inventory Enterprise Wide another item and then click "Save Changes and Re-Submit For Approval." NOTE: You can not make any changes to Product Information!	Product Type	Adobe				
Inventory Quantity Requested Current Quantity Date Required Justification/Comment You can type details about the request here Request Item Inventory another item and then click "Save Changes and Re-Submit For Approval." NOTE: You can not make any changes to Product Information!	Product Name	Adobe Acrobat Professional	Make any necessary e		edits OR add	
Current Quantity Date Required 3/17/2015 Request Item Status Justification/Comment You can type details about the request here Request Item Request Item Request Item Item and then click "Save Changes and Re-Submit For Approval." NOTE: You can not make any changes to Product Information!	Inventory	Enterprise Wide	Plake any ne	another		
Date Required 3/17/2015 Request Item Status Pending Justification/Comment You can type details about the request here NOTE: You can not make any changes to Product Information!	Quantity Requested	100	item and ther			
Request Item Status Pending Justification/Comment You can type details about the request here NOTE: You can not make any changes to Product Information!	Current Quantity		and Re-Submit For Approval."			
Justification/Comment You can type details about the request here NOTE: You can not make any changes to Product Information!					Approvaii	
Changes to Product Information!					make any	
Request Item Product Information!	Justincation/Comment	You can type details about the request here				
Request item						
Act amounts really	Request Item					
			Add anoth	er itelli		
		<u> </u>				
Save Changes and Re-Submit For Approval Cancel Edit		Cause Changes and Pa. Submit For Appropri	Cancel Edit			

Edit License Request



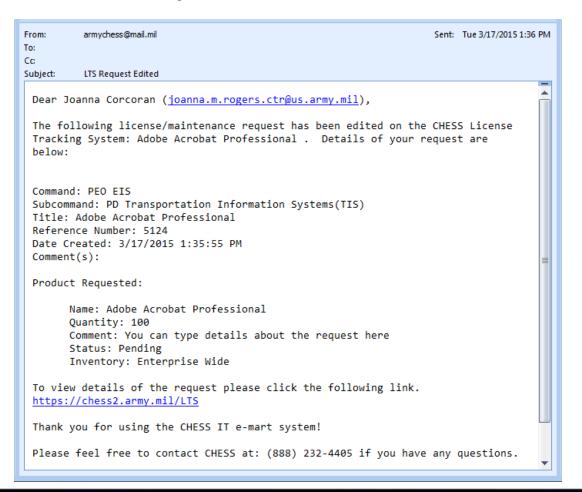


Once you have made edits to your License
Request
your screen will look like this. A black bar at
the top
of the page will indicate that your Request
has been
edited and the approval process will be

Edit License Request Email



 Once you have edited your request you will receive an email providing details about your submitted edits.

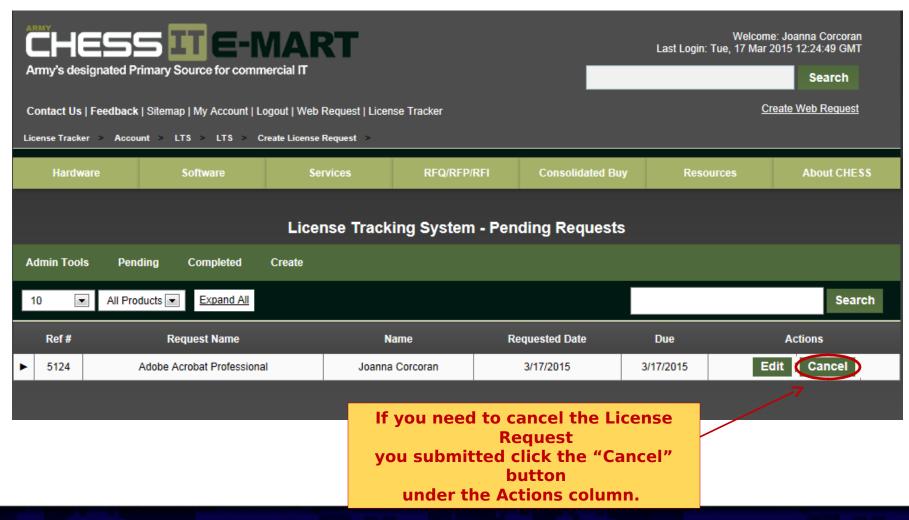


Cancel License Requests



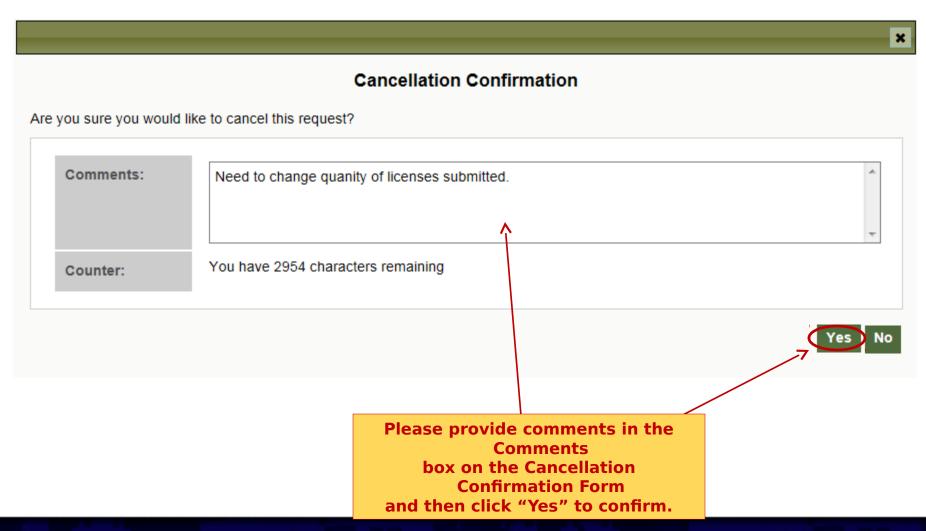
Cancel License Request





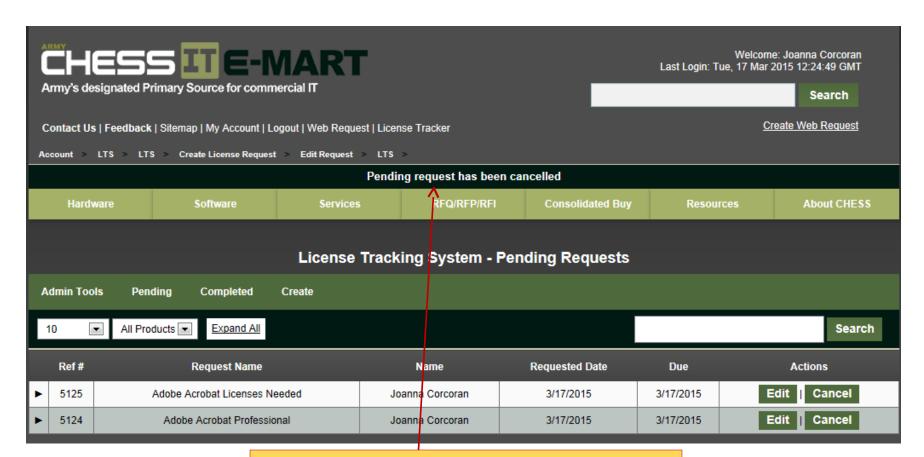
Cancel License Request





Cancel License Request

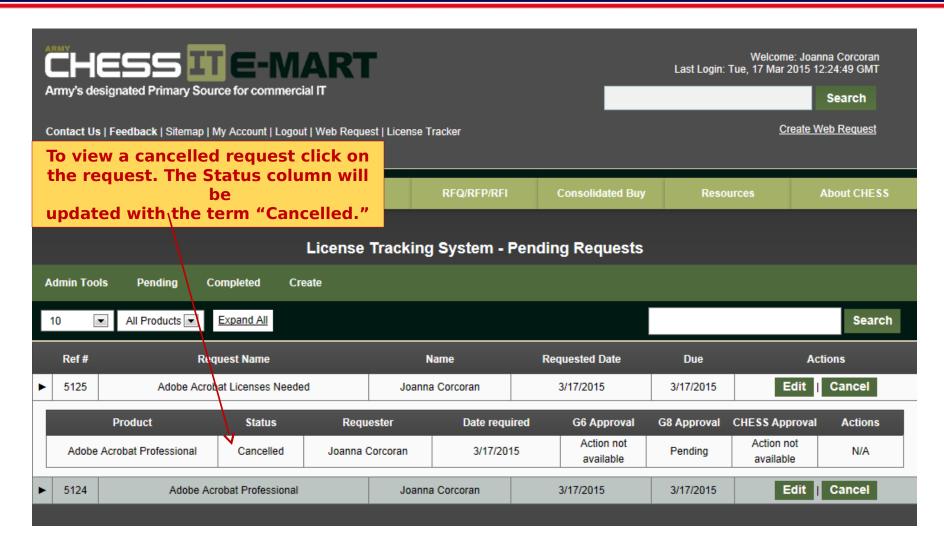




Once your License Request is cancelled your screen will look like this. A black bar at the top of the page will indicate that your Pending Request has been cancelled.

View Cancelled Request

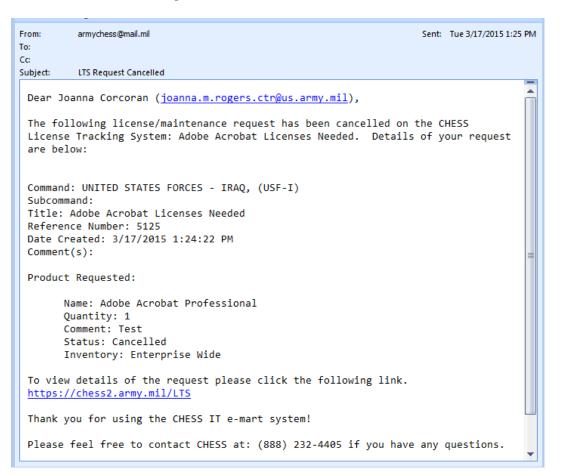




Cancel License Request Email



 Once you have cancelled your request you will receive an email providing details about your cancellation.

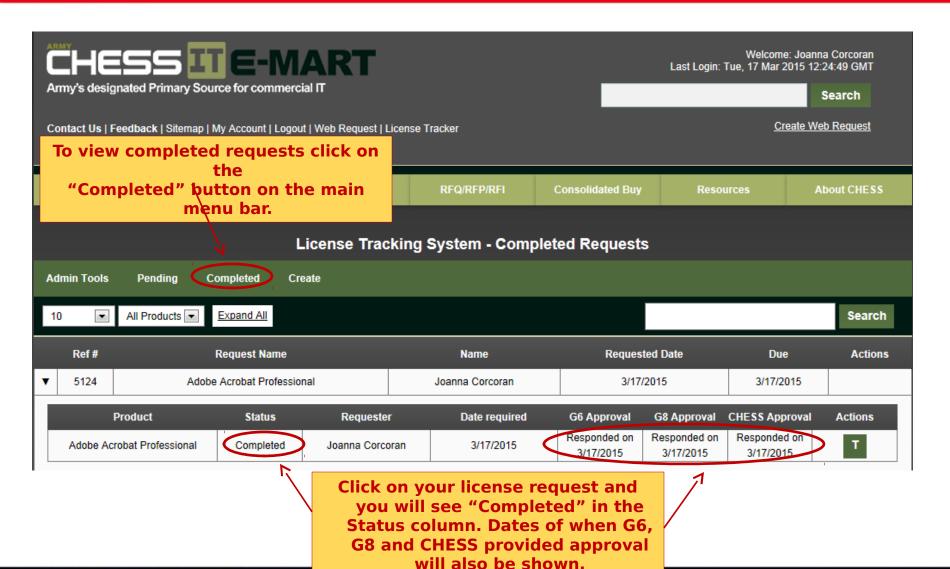


View Completed Requests



View Completed Requests





Questions





For information about using the CHESS IT e-mart or LTS, contact the CHESS Customer Support Team by email at: armychess@mail.mil or toll free at (888) 232-4405